

**REPORT/RECOMMENDATION TO THE BOARD OF SUPERVISORS  
OF SAN BERNARDINO COUNTY, CALIFORNIA  
AND RECORD OF ACTION**

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June 3, 2003

**FROM:**        **ROGER WEAVER**, Director  
                 Fleet Management Department

**SUBJECT:    AUTOMOTIVE PARTS – INCREASE PURCHASE ORDER**

**RECOMMENDATION:** Authorize Purchasing Agent to increase the existing purchase order to \$32,000 for Absolute Asphalt for the provision of automotive parts.

**BACKGROUND INFORMATION:** County Policy No. 11-05 requires that County departments seek Board approval when contracting for services with a vendor in excess of an aggregate amount of \$25,000 per fiscal year. Fiscal year to date, the Fleet Management Department has made payments to Absolute Asphalt in the amount of \$24,838.

Absolute Asphalt Inc. was issued a purchase order as a result of RFP K-76 conducted in 1999-2000. The Fleet Management Department is currently using 131 vendors that offer competitive pricing, quick turn around, and unique equipment that can handle the specific County vehicles.

Absolute Asphalt Inc. is an approved sole source vendor because they are the only vendor in the San Bernardino area authorized to sell Crafcro sealer parts. These parts are needed for the maintenance and repair of asphalt machinery. An increase in the purchase order authorization is requested due to an unexpected increase in demand for equipment maintenance and repair. This increase is due to aging vehicles that have not been replaced when expected. Also, Fleet Management employees completed work on these vehicles that was previously sent to outside vendors.

**REVIEW BY OTHERS:** This item has been reviewed by Purchasing (Aurelio De La Torre, Director) on May 20, 2003 and the County Administrative Office (Daniel R. Kopp, Administrative Analyst) on May 27, 2003.

**FINANCIAL IMPACT:** Sufficient appropriation is available in the 2002-03 Fleet Management Department budget (ICB VHS). Approval of this item will not result in additional local cost.

**COST REDUCTION REVIEW:** The County Administrative Office has reviewed this agenda item, concurs with the department's proposal, and recommends this action based on the need to provide Fleet Management services and make payments to vendors in a timely manner. Costs for services are reimbursed through the department's Board-approved rates.

**SUPERVISORIAL DISTRICTS:** Fifth

**PRESENTER:** Roger Weaver, Director, 387-7870

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Record of Action of the Board of Supervisors

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